

Approved For Release 2002/01/29 : CIA-RDP78-04718A001900060004-3

CONFIDENTIAL

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Date: 12-27-78 By: 35

13 May 1955

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Qualifications Review Panels

1. As a result of requests from supervisors and individuals, it is desired to make known generally that the functions of the OTR Qualifications Review Panels are available to anyone desiring to know whether or not an individual can be certified for a particular type of semi-intensive or intensive language or external training. Certification can be obtained without submission of a request. Availability of this certification procedure, prior to determination to request training, is offered as a service to supervisors who may wish to use the results to assist them in selecting persons for intensive training. It may be used by individuals desiring to know whether or not they meet the standards required for certification. Certification that an individual is qualified, however, does not assure that a request will be approved; nor does certification of qualifications for a particular course automatically constitute certification for any other course.

2. Requests, in memorandum form, for Panel action may be initiated by supervisors or by individuals with indicated approval of supervisors, and sent through the appropriate Division Training Officers (of DDP) and Training Liaison Officers (all components), to Chief, Language and External Training School, OTR. Requests should state specifically, and in as much detail as possible, the type and objective of training (as for intensive Chinese, International Economics, etc.) Where language training is considered, the place need not be suggested. For other types of training, indication should be made as to whether the Panel should consider the individual's qualifications for a specific place and program, or whether the Panel should determine for what programs the individual may, and may not, be qualified. It should be borne in mind that a candidate might be certified for a program at one place and might not be certified for a related program at another place.

3. All persons considered by a Panel must submit a copy of academic record for education above high school, and must complete the Professional Employee Test Battery. If language training is being considered, the Foreign Language Aptitude Test Battery also must be completed.

4. Panels meet regularly on the fourth Thursday of each month. All tests must be completed, and notification of desire for Panel consideration must reach LETS, at least two weeks prior to Panel consideration. Supervisors and appropriate Training Officers and Training Liaison Officers will be invited to serve as members of Panels that consider persons of concern to them.

[Redacted Signature]

MATTHEW BAIRD
Director of Training

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